



ABSTRACT:

The EEOC regulations and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

**FY2020
AFFIRMATIVE ACTION PLAN**



NGA
National Geospatial-Intelligence Agency

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Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your Agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

Cluster GS-1 to GS-10 (PWD)

Answer: Yes

Cluster GS-11 to SES (PWD)

Answer: Yes

-In FY2020, the percentage of PWD in the GS-1 to GS-10 cluster was 6.65%, below the benchmark of 12%. -In FY2020, the percentage of PWD in the GS-11 to SES cluster was 10.92%, below the benchmark of 12%.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your Agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

Cluster GS-1 to GS-10 (PWTD)

Answer: Yes

Cluster GS-11 to SES (PWTD)

Answer: No

In FY2020, the percentage of PWTD in the GS-1 to GS-10 cluster was 1.41%, below the benchmark of 2%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

3. Describe how the Agency has communicated the numerical goals to the hiring managers

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and/or recruiters.

ODE's and HD's recruiting offices have ongoing discussions to ensure these numerical goals are known. Agency status and progress toward these goals is measured and communicated via diversity snapshots, which show the Agency's current representation of PWD and PWTD, plus the share of new on boards that are PWD and PWTD. These snapshots are provided to the workforce via the ODE webpage on the NGA intranet, and are updated at least biannually.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training, and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the Agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. *Has the Agency designated sufficient qualified personnel to implement its disability program during the reporting period?*

Answer: Yes

2. *Identify all staff responsible for implementing the Agency's disability employment program by the office, staff employment status, and responsible official.*

Disability Program Task	# of FTE Staff by Employment Status			Responsible Office
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	HD Talent Acquisition Center
Answering questions from the public about hiring authorities that take disability into account	1	0	0	HD Talent Acquisition Center
Processing reasonable accommodation requests from applicants and employees	3	0	0	ODE Reasonable Accommodation Division
Section 508 Compliance	2	0	1	CIO Community Engagement Officer; CIO-IT Services Directorate
Architectural Barriers Act Compliance	0	1	0	Security & Installations Directorate
Special Emphasis Program for PWD and PWTD	1	0	0	Disability Special Emphasis Program Manager/ODED

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3. *Has the Agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received.*

Yes. In addition to staff having prior experience in recruiting, personnel also complete the EEO for Decision Makers course and UB training.
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B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the Agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period?

Answer: Yes.

Section III: Program Deficiencies in The Disability Program

Brief Description of Program Deficiency	C.2.a.6. Do the Agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]		
Objective	Create a web-based training on Sexual Harassment. Hire Anti-Harassment program staff and flesh out additional training requirements, to include examples of disability-based harassment to align EEOC and DoD guidance.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u> Sep 30, 2021	<u>Completion Date</u>	<u>Planned Activity</u> Develop new Anti-Harassment Training that includes disability awareness.
Accomplishments	<u>Fiscal Year</u> 2019	<u>Accomplishment</u> Develop new Sexual Harassment web-based training June 2019.	
Objective	Create a web-based training on Sexual Harassment. Hire Anti-Harassment program staff and flesh out additional training requirements, to include examples of disability-based harassment to align EEOC and DoD guidance.		
Target Date	Mar 30, 2021		
Completion Date			
Planned Activities	<u>Target Date</u> Mar 30, 2021	<u>Completion Date</u>	<u>Planned Activity</u> Develop new Anti-Harassment Training that includes disability awareness.
Accomplishments	<u>Fiscal Year</u> 2020	<u>Accomplishment</u> None	

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Brief Description of Program Deficiency	C.2.c.1. Does the Agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)]		
Objective	Establish current policies and procedures for Personal Assistance Services (PAS) and post on the Agency's public website.		
Target Date	Oct 1, 2021		
Completion Date			
Planned Activities	<u>Target Date</u> Oct 1, 2021	<u>Completion Date</u>	<u>Planned Activity</u> Post final PAS guidance on both the internal and Agency public website by working with the ODE communications office.
Accomplishments	<u>Fiscal Year</u> 2020	<u>Accomplishment</u> None	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the Agency's recruitment program plan for PWD and PWTD.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

- 1. Describe the programs and resources the Agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.*

NGA leverages a number of programs and resources, including but not limited to employee referrals, self-nominations, Workforce Recruitment Program (WRP), OPM Shared List of People with Disabilities (SLPD), and Operation Warfighter. The Agency attends several recruitment events annually for the purpose of engaging with candidates and veterans with disabilities and influencing the applicant pool accordingly.

- 2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the Agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.*

NGA relies upon Title 10 (Section 1601–1614) and Executive Order 13548 for authority to hire PWD, PWTD, and 30 percent or greater service connected disabled veterans.

- 3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the Agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.*

Candidates who express their desire to apply under the PWD Program are required to provide

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eligibility documentation (i.e. Schedule A letter or VA letter of disability status) to the NGA PWD Program Manager. Candidates' applications are then reviewed for their qualifications and forwarded directly to the applicable Career Service that maintains work roles in alignment with their knowledge skills and abilities. Eligibility documentation is withheld from the applicable Career Services to prevent any unconscious biases when considering these candidates.

4. *Has the Agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)?*

Yes, NGA's Talent Acquisition Center provides a Computer Based Training (CBT) for all Hiring Managers on an annual basis. It is a requirement in order to make selections and conduct hiring activities for the Agency.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the Agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

NGA has established relationships with the Department of Veterans Affairs Vocational Rehabilitation Programs as well as the Department of Defense Operation Warfighter to identify disabled veterans who may be eligible and qualified for work roles within NGA. NGA's PWD Program also maintains relationships internally with its SEP Councils specifically the D/HH PWD and Veterans Councils in order to use their connections to support communities with disabilities.

C. PROGRESSION TOWARD GOALS (RECRUITMENT AND HIRING)

1. *Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.*

New Hires for Permanent Workforce (PWD)
New Hires for Permanent Workforce (PWTD)

Answer: Yes

Answer: No

In FY2020, the percentage of PWD among New Hires for Permanent Workforce was 11.79%, below the benchmark of 12%.

2. *Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)?*

New Hires for MCO (PWD)
New Hires for MCO (PWTD)

Answer: No

Answer: No

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New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	

3. *Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)?*

Qualified Applicants for MCO (PWD)

Answer: No

Qualified Applicants for MCO (PWTD)

Answer: Yes

-Among qualified internal applicants within the ANALYSIS Career Service, a trigger exists for PWTD (1.65%), which fell below the 1.69% benchmark. -Among qualified internal applicants within the FOUNDATION Career Service, a trigger exists for PWTD (1.89%), which fell below the 2.05% benchmark.

4. *Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)?*

Promotions for MCO (PWD)

Answer: Yes

Promotions for MCO (PWTD)

Answer: No

Among employees promoted within the FOUNDATION Career Service, a trigger exists for PWD (9.76%), which fell below the 10.06% benchmark.

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R § 1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the Agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

Although the Agency leverages various programs and resources all personnel assigned have opportunities for promotion and are promoted through the Agency's Promotions process in order to align the appropriate personnel resources and achieve Agency mission.

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B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the Agency provides to its employees.

NGA provides a broad spectrum of career development opportunities to the workforce. The workforce is encouraged to actively participate in their career development efforts through pursuing Experience, Exposure and Educational (3Es) opportunities. The 3Es include job shadowing, stretch assignments, Joint Duty rotations, formal and informal mentoring, coaching, special emphasis councils, tiger teams/special projects, and a variety of education and training opportunities within NGA, the Intelligence Community, and academia. Ongoing dialog and feedback sessions are highly encouraged between an employee and their network of peers, supervisor, career service, mentors, and leadership. Additionally, NGA operates a Career Advancement Program designed for Pay Band 2 employees (entry/developmental positions) to progress through a series of 3E activities over their first two years. The program has established milestones such that, once all milestones are successfully met, an employee is promoted to the Pay Band 3 level.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	1,242	78	UNK	UNK	UNK	UNK
Fellowship Programs	236	99	12.7%	10.1%	3.0%	3.0%
Mentoring Program	40	40	22.5%	22.5%	2.5%	2.5%
Coaching Program	105	91	13.3%	11.0%	1.0%	1.1%
Training Programs	1,546	UNK	12.1%	UNK	2.4%	UNK
Detail Program	80	80	5.0%	5.0%	2.5%	2.5%
Other Career Development Programs	222	146	6.8%	7.5%	0.5%	0.7%

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

Applicants (PWD)

Answer: No

Selections (PWD)

Answer: Yes

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NGA's internship program application does not ask for or collect data on PWD, so it is unknown how many of the FY19 internship applicants were PWD; (2) "Other Career Development Programs" include Pat Roberts Intelligence Scholars Program (PRISP), Competitive Call, and the Tuition Assistance Program (TAP); (3) There were no data for the other "Training Programs" not already captured in one of the other 6 career development groups. The percentage of PWD selected to the TAP program was 3.6%, below the PWD applicant percentage of 6.4%. The percentage of PWD selected to the Coaching program was 12.6%, below the PWD applicant percentage of 15.2%.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.)

Applicants (PWTD)

Answer: No

Selections (PWTD)

Answer: No

C. AWARDS

1. Using the inclusion rate as the benchmark, does your Agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

Awards, Bonuses, & Incentives (PWD)

Answer: Yes

Awards, Bonuses, & Incentives (PWTD)

Answer: Yes

Time Off Awards

31 – 40 hours

Benchmark = 0.30%

PWTD = 0.00%

41 or more hours

Benchmark = 0.01%

PWD = 0.00% PWTD = 0.00%

Cash Awards

\$500 and Under

Benchmark = 3.91%

PWTD = 3.05%

\$501 - \$999

Benchmark = 4.34%

PWD = 3.84% PWTD = 2.54%

\$1,000 - \$1,999

Benchmark = 31.76%

PWD = 28.65% PWTD = 27.92%

\$2,000 - \$2,999

Benchmark = 11.72%

PWD = 9.11% PWTD = 8.63%

\$3,000 - \$3,999

Benchmark = 3.44%

PWD = 3.40% PWTD = 2.54%

\$4,000 - \$4,999

Benchmark = 0.49%

PWTD = 0.00%

\$5,000 or more

Benchmark = 3.21%

PWD = 1.43% PWTD = 1.02%

2. Using the inclusion rate as the benchmark, does your Agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases?

Pay Increases (PWD)

Answer: No

Pay Increases (PWTD)

Answer: No

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3. *If the Agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities?*

Other Types of Recognition (PWD)

Answer: N/A

Other Types of Recognition (PWTD)

Answer: N/A

D. PROMOTIONS

1. *Does your Agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels.*

a. SES

Qualified Internal Applicants (PWD)

Answer: No

Internal Selections (PWD)

Answer: No

b. Grade GS-15

Qualified Internal Applicants (PWD)

Answer: No

Internal Selections (PWD)

Answer: Yes

c. Grade GS-14

Qualified Internal Applicants (PWD)

Answer: No

Internal Selections (PWD)

Answer: No

d. Grade GS-13

Qualified Internal Applicants (PWD)

Answer: No

Internal Selections (PWD)

Answer: No

Among Internal Selections for GS-15, a trigger exists for PWD (6.25%), which fell below the 9.99% benchmark. NGA operates under a Pay Band structure using a Rank-in-Person (RIP) promotion system. Eligible employees are considered for promotion based on their self-nomination to the next Pay Band. Senior Executive promotion is based on self-nomination and board-nomination.

2. *Does your Agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels.*

a. SES

Qualified Internal Applicants (PWTD)

Answer: No

Internal Selections (PWTD)

Answer: No

b. Grade GS-15

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<i>Qualified Internal Applicants (PWTD)</i>	Answer: Yes
<i>Internal Selections (PWTD)</i>	Answer: No

c. Grade GS-14

<i>Qualified Internal Applicants (PWTD)</i>	Answer: No
<i>Internal Selections (PWTD)</i>	Answer: Yes

d. Grade GS-13

<i>Qualified Internal Applicants (PWTD)</i>	Answer: No
<i>Internal Selections (PWTD)</i>	Answer: No

-Among Qualified Internal Applicants for GS-15, a trigger exists for PWTD (1.19%), which fell below the 1.89% benchmark. -Among Internal Selections for GS-14, a trigger exists for PWTD (2.41%), which fell below the 2.64% benchmark. NGA operates under a Pay Band structure using a RIP promotion system. Eligible employees are considered for promotion based on their self-nomination to the next Pay Band. (Note: Senior Executive promotion eligibility is based on self-nomination and board-nomination.)

3. Using the qualified applicant pool as the benchmark, does your Agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels.

<i>New Hires to SES (PWD)</i>	Answer: No
<i>New Hires to GS-15 (PWD)</i>	Answer: No
<i>New Hires to GS-14 (PWD)</i>	Answer: No
<i>New Hires to GS-13 (PWD)</i>	Answer: No

4. Using the qualified applicant pool as the benchmark, does your Agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels.

<i>New Hires to SES (PWTD)</i>	Answer: No
<i>New Hires to GS-15 (PWTD)</i>	Answer: No
<i>New Hires to GS-14 (PWTD)</i>	Answer: No
<i>New Hires to GS-13 (PWTD)</i>	Answer: No

5. Does your Agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.)

Executives

<i>Qualified Internal Applicants (PWD)</i>	Answer: No
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<i>Internal Selections (PWD)</i>	Answer: No
Managers	
<i>Qualified Internal Applicants (PWD)</i>	Answer: No
<i>Internal Selections (PWD)</i>	Answer: No
Supervisors	
<i>Qualified Internal Applicants (PWD)</i>	Answer: No
<i>Internal Selections (PWD)</i>	Answer: No

NGA operates under a Pay Band structure using a Rank in Person (RIP) promotion system. Employees apply to be considered for promotion to the next Pay Band. NGA does not collect demographic data when employees apply to supervisory positions.

6. Does your Agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.)

Executives	
<i>Qualified Internal Applicants (PWTD)</i>	Answer: No
<i>Internal Selections (PWTD)</i>	Answer: No
Managers	
<i>Qualified Internal Applicants (PWTD)</i>	Answer: No
<i>Internal Selections (PWTD)</i>	Answer: No
Supervisors	
<i>Qualified Internal Applicants (PWTD)</i>	Answer: No
<i>Internal Selections (PWTD)</i>	Answer: No

NGA operates under a Pay Band structure using a RIP promotion system. Employees apply to be considered for promotion to the next Pay Band. NGA does not collect demographic data when employees apply to supervisory positions.

7. Using the qualified applicant pool as the benchmark, does your Agency have a trigger involving PWD among the selectees for new hires to supervisory positions?

<i>New Hires for Executives (PWD)</i>	Answer: No
<i>New Hires for Managers (PWD)</i>	Answer: No
<i>New Hires for Supervisors (PWD)</i>	Answer: No

8. Using the qualified applicant pool as the benchmark, does your Agency have a trigger involving PWTD among the selectees for new hires to supervisory positions?

<i>New Hires for Executives (PWTD)</i>	Answer: No
<i>New Hires for Managers (PWTD)</i>	Answer: No
<i>New Hires for Supervisors (PWTD)</i>	Answer: No

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Section VI: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. *In this reporting period, did the Agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))?*

N/A; all NGA employees are in the excepted service.

2. *Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.*

Voluntary Separations (PWD)

Answer: Yes

Involuntary Separations (PWD)

Answer: Yes

-Among Voluntary Separations, a trigger exists for PWD (3.60%), which exceeded the 3.46% benchmark. -Among Involuntary Separations, a trigger exists for PWD (0.33%), which exceeded the 0.03% benchmark.

3. *Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.*

Voluntary Separations (PWTD)

Answer: No

Involuntary Separations (PWTD)

Answer: Yes

Among Involuntary Separations, a trigger exists for PWTD (1.01%), which exceeded the 0.03% benchmark.

4. *If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the Agency using exit interview results and other data sources.*

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PWD Separation Type	NOA Code	NOA Reason
Voluntary	302	Voluntary Retirement
Voluntary	317	Resignation
Involuntary	312	Other
Involuntary	385	Other
PWTD Separation Type	NOA Code	NOA Reason
Involuntary	385	Other

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b)), concerning the accessibility of Agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. §§ 4151-4157), concerning the accessibility of Agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

- 1. Please provide the internet address on the Agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.*

Answer: [https://www.nga.mil/resources/1595970723799 Equal Employment & No Fear Act .html](https://www.nga.mil/resources/1595970723799%20Equal%20Employment%20&%20No%20Fear%20Act%20.html).

- 2. Please provide the internet address on the Agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.*

The Agency public website is www.nga.mil. The link <https://www.access-board.gov/aba/> explains the Architectural Barriers Act.

- 3. Describe any programs, policies, or practices that the Agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of Agency facilities and/or technology.*

NGA continued to take steps to improve accessibility. This includes retaining a full time Section 508 Coordinator and continuing its commitment to installing unclassified webcams for the Deaf and Hard of Hearing as well as pursuing the enablement of a classified live captioning capability using CART. NGA also is involving accessibility personnel in the design and planning as it constructs its new campus in St. Louis, Missouri.

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C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. *Please provide the average period for processing initial requests for reasonable accommodations during the reporting period.*

On average, RA requests were processed within 15 days of receipt of all required documentation from the requestor.

2. *Describe the effectiveness of the policies, procedures, or practices to implement the Agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.*

We continue to use the RA database that was implemented in FY2017 that allows for tracking requests from initiation through closure. The database provides metrics on request types funding processing time and disabilities. The database allows for easy generation of weekly and monthly reports for accuracy and assure any identified deficiencies are corrected.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the Agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

In Fiscal Year 2020, NGA met all requests for Personal Assistance Services.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. *During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?*

Answer: No.

2. *During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?*

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Answer: No.

- 3. If the Agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the Agency.*

Answer: None

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

- 1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?*

Answer: No.

- 2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?*

Answer: No.

- 3. If the Agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the Agency.*

NGA did not have any findings of discrimination involving failure to provide a reasonable accommodation during the last fiscal year.
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Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

- 1. Has the Agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?*

Answer: No.

- 2. Has the Agency established a plan to correct the barrier(s) involving PWD and/or PWTD?*

Answer: N/A

- 3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.*

Answer: No current trigger.

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4. *Please explain the factor(s) that prevented the Agency from timely completing any of the planned activities.*

There were no planned activities for FY2020.

5. *For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).*

There were no planned activities for FY2020.

6. *If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the Agency intends to improve the plan for the next fiscal year.*

There were no planned activities for FY2020.